

**U.S. Department of Labor**

**Employment and Training Administration  
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Reply to the Attention of: II OJC/FSC

**September 8, 2005**

**REGION 2 PRH SUPPLEMENT #**

**6.8R8a**

**TO: ALL REGION II JOB CORPS CENTER DIRECTORS  
ALL REGION II JOB CORPS CIVILIAN CONSERVATION  
CENTER DIRECTORS THROUGH AGENCY PARTNERS  
ALL REGION II JOB CORPS CONTRACTORS**

**SUBJECT:**

1. **PURPOSE:** To communicate the Regional Tort Claim Policy regarding limitations on electronics equipment, motor vehicles, and other Claims.
2. **BACKGROUND:** The Region has experienced an increase in the number of Tort Claims submitted by staff and students. The PRH limits payment of claims to students for lost, damaged, or stolen property up to \$300. Students' claims for expensive electronics equipment (e.g. video games and players, PDAs, cell phones, etc.) and MV Claims by staff have caused an undue burden on the Regional Office.
3. **ACTIONS:**
  - a. Effective immediately, all OA Project Directors and Center Directors shall implement policy to reduce the incidents of Tort Claims through implementation of a waiver for high cost (over \$100) electronic equipment. Additionally, policy shall be developed for allowing access of POVs on government property.
  - b. Admissions Counselors shall have students or parents, in the case of minors, sign the attached waiver. Centers shall ensure signed waivers are maintained as part of the each student's personnel file. Waivers should be updated when a student turns 18 years of age.
  - c. Staff shall provide proof of insurance and/or sign a waiver if they do not have comprehensive coverage indicating that the Regional Office shall only reimburse costs

## PRH Supplement 6.8.R8a – TORT CLAIMS

up to \$300 for motor vehicle damages that take place on center. Staff must first file a claim with their insurance carrier, settle the claim, and then seek reimbursement of their deductible or actual expenses. In the event staff do not file a claim with their insurance carrier, they shall provide 3 written estimates along with the receipt of actual work done to be eligible for reimbursement.

- d. Centers shall assist staff and students in filing claims and track the claim from receipt to disposition. All claims must be processed on a SF 95 and include appropriate receipts, inventories, estimates, claim settlement documentation, etc. Centers shall also conduct, document, and forward an investigation report as required by the PRH. The claim and associated data must be forwarded with a recommendation of the center director. All recommendations, either for or against the claim must be submitted to the Regional Office with a justification to support the recommendation.
- e. Center shall forward Tort Claims within 15 days of receipt. The Region will promptly notify the claimant of its determination.
- f. O/A's shall advise prospective students of the Regional policy limiting tort claims for high cost personal electronic devices.
- g. Students will sign the attached tort waiver in the presence of the O/A counselor.
- h. O/A will forward original waiver to the Center with the student's file.
- i. The student will be given a copy of the signed waiver and a copy will be maintained in the Student Residential Folder.

### 4. **INQUIRIES:**

Contact Francis S. Cole, PhD, Division Chief of Support if you have any questions.

### 5. **ATTACHMENT:** Region II Student Tort Claim Waiver for High Cost Electronic Equipment.

**LYNN INTREPIDI**  
**REGIONAL DIRECTOR**

PRH Supplement 6.8.R8a – TORT CLAIMS

**Student Tort Claim Waiver for High Cost Electronic Devices:**

Job Corps Region II policy prohibits personal High Cost Electrical Devices on center grounds.

An electrical device worth \$100 or more is considered 'High Cost' for the purposes of this waiver.

By signing this waiver, I cannot file a tort claim if there is damage or loss to any electronic device worth \$100 or more which I possess on the Center or in transit to the Center.

I, \_\_\_\_\_ hereby accept all conditions set forth in this waiver and absolve \_\_\_\_\_ Job Corps from any claims connected with electronic devices worth \$100 or more.

\_\_\_\_\_  
STUDENT NAME  
[typed or printed]

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
PARENT/GUARDIAN NAME  
[typed or printed]

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
WITNESSED BY O/A COUNSELOR

\_\_\_\_\_  
Date

cc: Student & Student Residential Folder